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MAIESTAS HONOLULU
OFFICE
AUG 23 1 33 PM '98



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**STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES**

P. O. BOX 119
HONOLULU, HAWAII 96810-0119

AUG 28 1998

COMPTROLLER'S MEMORANDUM NO. 1998-25

TO: All Department Heads

SUBJECT: Protocol Fund Expenditures

As a reminder, the guidelines issued in Comptroller's Memorandum No. 1997-23 dated July 3, 1997 (copy attached) are still in effect. Since these guidelines also apply to expenditures made with the Bank of Hawaii VISA charge cards, no personal expenses should be charged on this charge card. Any interest charges related to charges made for non-State expenses must be paid by the individual who was issued the charge card.

We are also reminding you and your staff that requests for reimbursements from the protocol fund must be supported with original receipts. Original receipts not only support the amounts being reimbursed but also provide necessary documentation that the expenditures were actually made for which reimbursements are being sought.

If you or your staff have any questions, please call Sheila Walters at 586-0650.


RAYMOND H. SATO
State Comptroller



STATE OF HAWAII
DEPARTMENT OF ACCOUNTING
AND GENERAL SERVICES

P. O. BOX 119
HONOLULU, HAWAII 96810-0119

July 3, 1997

COMPTROLLER'S MEMORANDUM NO. 1997-23

TO: All Department Heads

SUBJECT: Protocol Fund Expenditures

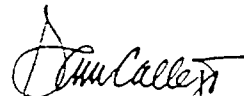
As in the prior fiscal years, this year's appropriations act (Act 328, SLH 1997) contains a proviso which allows the establishment of a protocol fund in the sum of \$2,500. While the protocol fund is to be expended at the discretion of the department head, conditions affecting our economy and budget have changed drastically since the creation of this fund. Directors are strongly urged to minimize the use of this fund for such purposes not directly related to the carrying out of official duties or expectations of the executive head. As a reminder, personal expenses should not be charged to the protocol fund.

Examples of unacceptable charges are:

1. Club memberships;
2. Political or charitable contributions which includes gifts to legislators;
3. Show and sporting events;
4. Clothing except where a uniform or particular form of dress is mandated;
5. Purchase of items which will be used by a director after the person leaves office;
6. Gifts which do not directly support the function of the department. Examples include flowers and fruit baskets sent for sickness or death to employees or relatives of employees; appreciation gifts for secretaries; etc.;
7. Meals and refreshments for staff meetings; and
8. Alcoholic beverages and tobacco products.

Procedures previously established in Comptroller's Memorandum No. 1995-7 dated March 17, 1995 to facilitate the accounting of protocol fund expenditures are still applicable.

If you or your staff have any questions on the establishment of the protocol fund, please call Mr. Wayne Horie at 586-0599. For questions on the types of charges that can be paid from the protocol fund, please call Sheila Walters at 586-0650.


SAM CALLEJO
State Comptroller